

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF TAX AND REVENUE**

APPLICATION FOR SPECIFIC EXEMPTION FROM D.C. SALES AND USE TAX

PURCHASER			PRODUCT: <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> OIL <input type="checkbox"/> COAL <input type="checkbox"/> STEAM		
STREET ADDRESS			PURCHASED FROM		
CITY, STATE, ZIP CODE			SELLER'S ACCOUNT #		
D.C. SALES TAX REGISTRATION #			METER #		
FEDERAL EMPLOYER IDENTIFICATION #					
PREDOMINANT USE WHICH ENTITLES PURCHASER TO EXEMPTION					
DETAILED DESCRIPTION OF OPERATION					
PERCENT OF USE*		ITEM PRODUCED OR PROCESSED			
PRINTED NAME & SIGNATURE OF APPLICANT OR AUTHORIZED OFFICER					
TITLE					
DATE	TELEPHONE #	FAX #			

VENDOR VERIFICATION

METER # OK ☐ ACCOUNT # OK ☐

VERIFIED BY:

(VENDOR STAMP)

PRINTED NAME & SIGNATURE WITH DATE

INSTRUCTIONS

Purchasers of electricity, gas, oil, solid fuel and steam for use directly in manufacturing, assembling, processing or refining should complete the upper portion of this form and mail to the vendor (utility company). If the product is gas or electricity, file a separate exemption for each meter. The vendor shall verify the name, address and account number of the purchaser and mail to the Office of Tax and Revenue, Audit Division, P.O. Box 556, Washington, D.C.20044 [FAX # (202) 442-6882)]. If approved, our office will send to the vendor and a copy to the purchaser a Certificate of Specific Exemption. If denied the applicant will be notified.

Where you use electricity, gas, oil, solid fuel or steam for two or more purposes, the larger portion of its use will determine the taxable status. If the larger portion used for an exempt purpose, the entire service will be exempt. The relative load for each use and/or the relative time of each operation shall determine the portion of use.

*** ATTACH DETAILED STATEMENT ON PERCENT OF USE**

FOR OFFICE OF TAX AND REVENUE USE ONLY	
APPROVED BY	DATE
DENIED BY	DATE
CERTIFICATE #	DATE ISSUED